**FACE Preschool File Guidelines**

**School Year 2021**

*Families enrolled in the FACE center-based program will have an adult family member participating in the program. All preschool participants will have a Preschool File, which must be kept and securely locked in a confidential location.*

**Preschool File Checklist** – Use this Listto keep track of student files and update as documents are added.

**The following are required parts of the preschool file:**

* **FACE Enrollment Form -** Keep a copy of each family’s completed form in the preschool learner’s file. The enrollment form should include the parent information. Review the form to ensure that all the information is complete.
* **Permission to Release Child / Emergency Contact and Health Information -** Each family completes this form and it is kept in both the adult learner file and the child’s file.

* **Media Release** – The media release form should be filled out completely and stored in both the adult’s and child’s folders. If the parent refuses to sign, the form should still be included in both files, stating the family refused to sign the release.
* **Health Record** – Have parents complete the Parents as Teachers (PAT) health record form. Review and make sure the information is complete.
* **ASQ-3 –** All students are required to have the ASQ-3 completed within 45 days of enrollment. The ASQ-3 should be completed jointly by the parent and teacher. To calculate the age of the child in months and ensure that you are using the correct screening form, visit the ASQ Age Calculator online - <http://agesandstages.com/free-resources/asq-calculator/>.

***When preschool instruction is being provided in-person or in any hybrid of in-person/at home instruction, the following are also required parts of the preschool file:***

* **EOWPVT –** This form needs to be completed three (3) times during the year. See the attached sheet for the due dates. Let NCFL know if you need additional forms by contacting [face@familieslearning.org](mailto:face@familieslearning.org). Make copies and keep those in the preschool file. Send the original forms to NCFL.
* **Work Sampling System (WSS) checklist – P3 or P4** – The WSS checklist form needs to be completed three (3) times a year and is aligned with the EOWPVT due dates on the attached sheet. Only complete the checklist for the skills that can be observed. If you have not yet talked about light and sound, that point should not be filled in. This happens most frequently in the *Scientific Thinking* and *Social Studies* sections. You should focus on the other categories throughout the year. Also, if the child’s first language is *English, the Language and Literacy for English Language Learners* section should not be completed.
* **WSS Narrative Summary Report and Summary Report –** One of these forms should be completed each time the WSS checklist is done- fall, winter, and spring. The original form is shared with parents. Make a copy to keep in the child’s file.

**The following are in the preschool file on an as needed basis:**

* **ASQ - SE –** The parent educators are trained in how to complete these forms. If you have a child who displays social emotional concerns, have the parent educator help the parent of the child complete the form.
* **FACE Referral Forms –** If a child is being referred for additional screenings and/or services, complete this form.
* **Individualized Family Transition Plan –** If a child is making a transition into or out of the preschool classroom, a completed transition plan should be on file.